

CHU SAINTE-JUSTINE FOUNDATION SCHOLARSHIP

2018-2019

Application deadline: April 29th 2018

GOALS

The CHU Sainte-Justine Foundation Scholarship is the CHU Sainte-Justine Research Centre's graduate scholarship and post-doctoral fellowship program, and it funds exceptional researchers working under the supervision of a researcher of the Research Centre. These scholarships are awarded to MSc students, PhD students, postdoctoral fellows and students pursuing postdoctoral medical studies (MD/MSc or MD/PhD). Their research project has to take place at the CHU Sainte-Justine Research Center or at the Marie-Enfant Rehabilitation Center.

These scholarships are complementary to scholarships from external organisms and are evaluated by the Academic Affairs Committee of the CHU Sainte-Justine Research Center.

ELIGIBILITY CRITERIA

All candidates :

1. The research project must take place at the CHU Sainte-Justine Research Center and/or at the Marie-Enfant Rehabilitation Center.
2. The student's principal investigator must be an active member of the Researchers' Assembly of the CHU Sainte-Justine Research Center. To confirm a researcher's status, please communicate with Marianne Arteau, Academic affairs advisor.
3. Students of researchers having a double university affiliation must be registered at the main university of their supervisor.
4. The student cannot hold an external nominative scholarship of an amount equal or superior to Foundation's scholarship at the time of the activation of scholarship.
5. The student cannot have already receive the Foundation's scholarship for a duration of more than 12 months at the MSc level, 24 months at the PhD level and 24 months at the postdoctorate level.
6. The committee has the right to refuse an application of a student if he has a high rate absenteeism (less than 75 % of participation) during the Friday scientific conferences.

Master and doctorate students :

1. The student must be officially accepted in a full-time MSc or PhD program at his Principal Investigator's affiliated university, with the proof of registration before the application deadline.
2. The student must be registered at the CHU Sainte-Justine Research Center at the time of application (with the exception of the students beginning their studies at the autumn 2018 term).
3. MSc students having more than three (3) semesters completed in their program on September 1st 2018 are not eligible to apply to this competition.
4. PhD students having more than twelve (12) semesters completed in their program on September 1st 2018 are not eligible to apply to this competition.

The students starting a PhD directly after the bachelor degree have to apply to the MSc scholarship, if they are eligible.

The number of semesters completed is calculated from the first date of inscription to a program of MSc or PhD degree.

Postdoctoral medical students (MD/MSc or MD/PhD) ¹

1. The student must be officially accepted in a full-time MSc or PhD program at his principal investigator's affiliated university, with the proof of registration before the application deadline.
2. The student must pursue postdoctoral medical studies, with the proof of registration before the application deadline.
3. Students having completed more than two (2) years in their program on September 1st 2018 are not eligible to apply to this contest.

Postdoctoral fellows

1. The candidate must hold a PhD diploma or MSc with a MD without rights of practice for less than five years.
2. The candidate must commit to register to a postdoctoral fellowship program at the university of affiliation of his Principal Investigator before the activation of the scholarship.
3. Candidates having obtained their last diploma more than three (3) years after September 1st 2018 are not eligible to apply to this competition.
4. Meet the criteria of eligibility as a postdoctoral fellow for the university of main affiliation of your Principal Investigator.

¹ A student enrolled in a MSc or PhD program who, at the same time, pursues an internship as a resident, fellow or clinical monitor and who receives for this purpose a remuneration from the RAMQ and/or for his clinical activities, is considered to be a "Postdoctoral medical student".

COMMITMENTS OF THE SCHOLARSHIP HOLDER

The scholarship holder commits to respect the following conditions; otherwise, the Research Center has the right to end the payments of the scholarship:

- Conduct his research activities at CHU Sainte-Justine Research Center and/or at the Marie-Enfant Rehabilitation Center
- Attend the Research Center's scientific conferences each Friday at noon (required participation rate: 75 %)
- Submit a proof of application to two (2) external scholarships. The proofs must be given on December 1st, 2018 at the latest
- Participate in the student activities and be an ambassador for the CHU Sainte-Justine Foundation activities implicating students
- Present the funded research project at the upcoming Annual Research Congress of Graduate and Postdoctoral Students at the CR-CHUSJ (poster or oral presentation)
- Declare any scholarship received from other organisations than the Research Center during the award period and forward the grant notification to the Academic Affairs Advisor upon confirmation of the granting organism
- Submit a valid proof of registration to the University program to the Academic Affairs Advisor of the summer, winter and autumn semesters. If the student does not submit a valid proof of registration, the grant will be suspended from the deadline for the cancellation of its university registration. That is July 15th for the summer term, November 15th for the autumn term, and March 15th for the winter term
- Inform the Academic Affairs Advisor of the MSc or PhD thesis final deposit and submit the proof of deposit when available
- **Every publication, including the MSc or PhD thesis, resulting from the work carried out during the duration of the scholarship will have to mention the scholarship from the CHU Sainte-Justine Foundation. For example: *"We would like to thank the CHU Sainte-Justine Foundation for supporting this project."***

SCHOLARSHIP AMOUNT

The scholarship amount is annually determined by the Direction of Research depending on available funds. For the year 2018-2019, the scholarship amounts are:

- \$ 17 000 at the MSc level
- \$ 20 000 at the PhD level
- \$ 37 500 at the postdoctorate level
- \$ 5 000 at the Postdoctoral medical level (MD/MSc or MD/PhD).

The scholarship is financed at 50 % by the Foundation and at 50 % by the student's supervisor research funds.

The students doing a direct transfer from MSc degree to PhD degree during the award period will continue to receive the amount awarded to them (MSc scholarship). The minimum share of the

student's supervisor will then have to be adjusted in order to respect the CR-CHUSJ's minimum scholarship policy for PhD students.

Degree	Scholarship amount from CHU Sainte-Justine Foundation	Minimal amount from the Supervisor
Master	\$ 8 500	\$ 8 500
Doctorate	\$ 10 000	\$ 10 000
Postdoctorate	\$ 18 750	\$ 18 750
MD/MSc or MD/PhD	\$ 2 500	\$ 2 500

EVALUATION CRITERIA

The candidate will be evaluated according to criteria such as: academic performance, previous experience in research, publications, presentations, the expected orientation of career, the impact of the project, choice of laboratory for scientific training. Lastly, the sponsor recommendation will be taken into account within the evaluation. Please see the evaluation grids in annex for more detail.

CUMULATION OF SCHOLARSHIPS

Master, PhD and postdoctoral students are not allowed to cumulate scholarships (not applicable for MD/MSc or MD/PhD students). The CHU Sainte-Justine Foundation's scholarship recipients who have obtained a grant of equal or greater value from another granting organization or foundation must inform the Research Center and decline the CHU Sainte-Justine Foundation Scholarship as soon as possible.

If the external scholarship is less than the amount of the CHUSJ Foundation scholarship, the recipient is eligible to receive the difference between the amount of the external scholarship and the CHU Sainte-Justine Foundation scholarship (50% from the Foundation and 50% from the student's supervisor research funds).

The funding will then be used to sponsor other students, as long as they have obtained satisfactory results at the evaluation, with the goal of creating a leverage effect for a maximum of students.

FUNDING PERIOD

Scholarships for the year 2018-2019 are for a maximal period of 12 months, not renewable. The scholarship will be activated between July 1st, 2018 and September 1st, 2018. The CHU Sainte-Justine Foundation scholarship will end when one of these situations appears:

1. At the final deposit of the MSc or PhD thesis
2. When obtaining an external position (departure from the center)
3. At the end of the scholarship award

A student holding a scholarship at the time of application and ending before September 1st 2018, can activate the scholarship at the end of the external nominative scholarship. The Foundation's scholarship will be of a duration of 12 months and subjected to the rules of cumulative scholarships. This procedure also prevails for a student whose university registration begins during the autumn semester.

No extension of the scholarship will be granted after the end of the scholarship award, even if the deposit of the thesis has not yet been made.

PARENTAL LEAVE

CHUSJ Foundation scholarship's recipient who wish to take a maternity, paternity or adoption leave must notify the Research Center at least 30 days before the start of the leave. The scholarship will then be suspended for a maximum of six (6) months. The date on which the scholarship was to end will be postponed for a period equivalent to the absence of the student.

PROGRAM MANAGER

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ANNEXES

1. Required documents and order of presentation
2. Supervisor's financial commitment form
3. Recommendation form
4. Evaluation criteria

REQUIRED DOCUMENTS AND ORDER OF PRESENTATION

The candidate has the responsibility to ensure that the submitted application is complete. The Research Center reserves the right to reject any incomplete applications.

Deadline: April 29, 2018, 11:59 pm

Any application submitted after this date will be refused. No application update will be allowed after the deadline.

All documents must be scanned and saved as a PDF in the order below. Applications can be written in English or in French. Documents must be sent by email at bourses.fchusj@recherche-ste-justine.qc.ca. Three (3) documents are required for the full application and the completed application needs to be submitted before the deadline:

1. The Application form, to be submitted by the candidate
2. The Additional documents, to be submitted by the candidate
3. The Recommendation form, to be submitted by the respondent

DOCUMENT No. 1 : Application form

The documents below in a single pdf file and named: **LASTNAME_FirstName_cycle_2018-2019**

- ☐ The Application Form, including :
 - Description of the research project
 - Skills and experience
 - Letter of motivation
 - Career plan (postdoctoral fellows only)
 - Summary of the academic record
- ☐ The FRQS funding version of the Canadian Common CV (CVC), up-to-date but not submitted, including:
 - List of detailed contributions (publications and presentations)

DOCUMENT No. 2 : Additional documents

All the documents below in the following order and in a single pdf file. The document must be named: **LASTNAME_FirstName_cycle_2018-2019_annexes**

- ☐ Transcripts
 - For MSc Candidates: Baccalaureate Transcript (or equivalent) and transcript of studies in progress
 - For doctoral candidates: transcript of bachelor's degree or medical studies (MD) AND MSc or PhD (or equivalent) AND transcript of studies in progress
 - For candidates pursuing postdoctoral medical studies: Transcript of medical doctorate (or equivalent) and transcripts of studies in progress
 - For postdoctoral fellows: Master's AND Ph.D. transcripts
 - For studies outside of North America, attach a document **explaining the grading system** in effect in the institution concerned

- ☐ Proof of applications to scholarships from external organizations worth more than \$ 10,000 (copy of letters or e-mails of submission, approval and/or refusal of the organizations).
- ☐ Proof of university awards. If you have never received a prize, please include a letter of support*
- ☐ Proof of admission in your study program (masters and doctorate students only)
- ☐ Proof of reception of submitted articles and publisher notifications of articles accepted for publication (if applicable) *
- ☐ Financial commitment form signed by the research supervisor

DOCUMENT No. 3 : Recommendation form

One (1) Recommendation form must be sent before the deadline by the respondent directly, and must be named as follows: **NAME_First_Name_2018-2019_recommendation**

- ☐ Recommendation form completed by a person who supervised the student during his academic or professional background. The respondent CANNOT BE the current supervisor or co-supervisor or a current lab member.

** Without proof or justification, the student will not be able to obtain the corresponding points.*

**All documents should be scanned and saved in PDF format in the order set out above in
THREE DISTINCT FILES and named as follows:**

LASTNAME_FirstName_cycle_2018-2019
LASTNAME_FirstName _cycle_2018-2019_annexes
LASTNAME_FirstName _cycle_2018-2019_recommendation

Ex: SMITH_John_2ecycle_2018-2019

The applications must send to the following address:

bourses.fchusj@recherche-ste-justine.qc.ca

SUPERVISOR'S FINANCIAL COMMITMENT FORM

I, the undersigned, commit, if my student _____ obtain a scholarship from the CHU Sainte-Justine Foundation, to pay the required contribution from the Research Supervisor of \$8 500 (2nd cycle), \$10 000 (3rd cycle), \$18 750 (postdoctorate) or \$2 500 (MD/MSc or MD/PhD) for the entire duration of the award.

To this end, I authorize the Research Center to deduct from my budget code _____ the sum mentioned above according to the cycle of studies of my student.

The minimum amounts are established according to the amounts of the CHU Sainte-Justine Foundation grant, which are set for the year 2018-2019 to :

Level	Amount of the CHU Sainte-Justine Foundation Scholarship	Minimum contribution of the research director
Masters	8 500\$	8 500\$
Doctorate	10 000\$	10 000\$
Postdoctorate	18 750\$	18 750\$
MSc/PhD/MD	2 500\$	2 500\$

Supervisor's signature _____ Date : _____

For MD/MSc or MD/PhD candidate only :

Signature of the program director : _____ Date : _____

RECOMMENDATION FORM

CHU SAINTE-JUSTINE FOUNDATION FELLOWSHIP

INSTRUCTIONS TO RESPONDENTS: The person whose name appears below applied for the scholarship program of the Research Directorate of the CHU Sainte-Justine. As part of the evaluation of the candidate's file, we would appreciate your cooperation in participating in the assessment of the abilities described below. You must complete this form and return it by email (with the student in copy) at the following address: bourses.fchusj@recherche-ste-justine.qc.ca

IDENTIFICATION OF THE CANDIDATE:

Last name: _____ First name: _____

IDENTIFICATION OF THE RESPONDENT:

Last name: _____ First name: _____

Indicate in what professional capacity you know the candidate:

For how long, in months and/or years, have you known this person?

Months : _____ Years : _____

We invite you to express your opinion by comparing the aptitudes of this candidate with the skills of individuals you know and who have equivalent training and experience. Please mark the answer corresponding to your personal judgment and **justify the points scored**.

	EXCEPTIONAL	EXCELLENT	VERY GOOD	GOOD	WEAK	NOT APPLICABLE
Motivation						
Perseverance						
Analytical and synthesis mind						
Judgment and critical thinking						
Intellectual and scientific curiosity						
Initiative						
Precision						
Sense of organization						
Interpersonal relationships with peers						
Communication skills (oral and written)						
Ability to meet deadlines						

Additional justifications and comments

MAC USERS please make sure that the information in the form is fixed by selecting “Printer Adobe PDF” in the “Print” function when you save the document.

In order for the response to be considered valid, **you must return this recommendation form by April 29 2018 12:59pm** by email (with the student in CC) at the following address:

bourses.fchusj@recherche-ste-justine.qc.ca

**EVALUATION
CHU SAINTE-JUSTINE FOUNDATION SCHOLARSHIP
2018-2019**

Evaluation grid

Criteria	MSc	PhD	Postdoc	MD
Academic performance	20	10	20	10
Overall appreciation of the application	15	15	25	15
Research and/or clinic internships	10	10	-	15
Scholarships and awards	10	15	20	10
Publications and communications	15	20	30	20
Research project	15	15	20	15
Motivation letter	10	10	10	10
Career plan	-	-	15	-
Letter of recommendation	5	5	10	5
TOTAL POINTS	100	100	150	100

Description of the evaluation criteria

Criteria	Description
Academic performance	Evaluation according to the academic results obtained and the progression of the student's file over the years.
Overall appreciation of the application	Evaluation of the quality and content of the presentation and the writing of the application, the potential of the candidate based on his experience, the quality of publications and communications, the impact factor of the scientific journals in which he published (in link with its research area) as well as for the role and contribution of the student in the proposed project.
Research and/or clinic internships	Based on the number, duration, content and quality of the student's internships and research work experience. Clinical internships relevant to the student's application and research project may also be considered.
Scholarships and awards	According to the number and prestige of the scholarships, prizes and distinctions obtained.
Publications and communications	According to the number and prestige of publications and communications (oral and poster). For publications, the author rank and the impact factor will be considered. For communications, the type of presentation (oral or poster) and the importance of the event (local, national or international) will be considered.
Research project	According to the clarity, feasibility, coherence and relevance of the different elements of the project (rationale, research hypotheses, objectives, methods, analyzes, feasibility, contributions to the advancement of knowledge). Presentation of the project (including flow, structure, and quality of writing) as well as respecting the word limit (max 1500 words) and references (max 6 references) may affect the score.
Motivation letter	For scientific motivation, the career goals and objectives and identification of clear interests. The fit between the training already acquired and the proposed project as well as the reasons for the choice of laboratory and/or supervisor will also be taken into consideration. The quality of the writing and respecting the word limit (max 750 words) may affect the score.
Career plan <i>*Postdoc only*</i>	According to the clarity and relevance of the scientific career plan. The quality of the writing and the respect of the word limit (max 750 words) may affect the score.
Letter of recommendation	<p>According to the choice of the respondent (relevance in the academic or professional background of the student) as well as the scores and justifications provided by the respondent.</p> <p>The respondent cannot be the current research director or co-director of the student or a member of the current laboratory.</p>